

DDA SUBJECT FILE COPY

DDA 89-0255

3 February 1989



MEMORANDUM FOR: Executive Assistant to the DDO
Executive Assistant to the DDI .
Executive Assistant to the DDS&T
Admin Officer, Office of the Comptroller
Admin Officer, Office of Congressional Affairs
Admin Officer, Office of General Counsel
Admin Officer, Office of Inspector General
Admin Officer, Office of Public Affairs
Chief, DCI Admin
Chief, Fine Arts Commission
Chief, Protocol Branch

1. As part of the Deputy Director for Administration's (DDA's) Task Force study on reducing transactional costs within the DDA, the task force is undertaking the development of a Quick Reference directory for Agency usage identifying key Agency-wide administrative services. This directory is not meant to be exhaustive, but rather aimed at answering the most common questions that the majority of Agency employees most often ask. It is not meant to be an organizational telephone directory but rather targetted toward the generic service question, "How do I obtain a particular service?"

2. In preparing this directory the Task Force requests your input in two areas:

a. What DA services would your component want to see addressed in this format.

b. Are there any Agency-wide services provided by your organization that you would wish to have represented in this publication.

3. I would appreciate your response to this memo by 28 February 1989. Should you have any questions please contact me on

cc: Each TF Member

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